



# State of Wisconsin

LEGISLATIVE REFERENCE BUREAU

## **RESEARCH APPENDIX -** **PLEASE DO NOT REMOVE FROM DRAFTING FILE**

Requested Material Be Added to File: 07/19/2005 (Per: RAC)



## Appendix – Part 08 of 10

☞ Attached materials added to the drafting files of

Senate Bills 261, 262, 263, and 264

☞ The attached 2005 draft was incorporated into the new 2005 draft listed above. For research purposes, this cover sheet and the attached drafting file were copied, and added, as a appendix, to the new 2005 drafting file. If introduced this section will be scanned and added, as a separate appendix, to the electronic drafting file folder.

☞ This cover sheet was added to rear of the original 2005 drafting file. The drafting file was then returned, intact, to its folder and filed.

## NEGOTIATING NOTE NO. 61

### 20013 - 20035 AGREEMENT

#### **CORRECTIONAL OFFICER, OFFICER, CORRECTIONAL SERGEANT, PSYCHIATRIC CARE TECHNICIAN, YOUTH COUNSELOR, AND YOUTH COUNSELOR AND YOUTH COUNSELOR- ADVANCED PAY PROGRESSION ADMINISTRATION**

Effective December 29, 2002, or the first pay period following the effective date of the Agreement, whichever is later, the Employer will reallocate Correctional Officer, Officer, Psychiatric Care Technician 1 & 2, and Youth Counselor positions to PR 05 31 as follows:

Old Title	Pay Range	New Title	Pay Range
-----------	-----------	-----------	-----------

Correctional Officer (A)	PR 05 30	Correctional Officer	PR 05 31
--------------------------	----------	----------------------	----------

Correctional Officer (B)	PR 05 31	Correctional Officer	PR 05 31
--------------------------	----------	----------------------	----------

Correctional Sergeant	PR 05 32	Correctional Sergeant	PR 05 32
-----------------------	----------	-----------------------	----------

Officer (A)	PR 05 30	Correctional Officer	PR 05 31
-------------	----------	----------------------	----------

Officer (B)	PR 05 31	Correctional Officer	PR 05 31
-------------	----------	----------------------	----------

Officer Lead	PR 05 32	Correctional Sergeant	PR 05 32
--------------	----------	-----------------------	----------

Psychiatric Care Tech. 1	PR 05 10	Psychiatric Care Tech.	PR 05 31
--------------------------	----------	------------------------	----------

Psychiatric Care Tech. 2	PR 05 12	Psychiatric Care Tech.	PR 05 31
--------------------------	----------	------------------------	----------

Youth Counselor (A)	PR 05 30	Youth Counselor	PR 05 31
---------------------	----------	-----------------	----------

Youth Counselor (B)	PR 05 31	Youth Counselor	PR 05 31
---------------------	----------	-----------------	----------

Youth Counselor Adv	PR 05 32	Youth Counselor Adv	PR 05 32
---------------------	----------	---------------------	----------

#### **FOR HISTORICAL PURPOSES**

**Pay Structure.** Effective July 2, 2000, pay progression structure for the Correctional Officer and Youth Counselor classifications was as follows:

Upon appointment to a Correctional Officer or Youth Counselor position, the employee's position was allocated to the (A) level (PR 05 30). After twenty four (24) months in pay status as a Correctional Officer or

~~Youth Counselor, the employee's position is moved to the (B) level (PR 05-31). Pay provisions of Appendix 5 of the 99-01 agreement were applied.~~

Classification-Title	Pay Range	Time-in-Class
<del>Correctional Officer</del>		
<del>**Correctional Officer (A)</del>	05-30	Upon Appointment
<del>**Correctional Officer (B)</del>	05-31	24 months at (A) level
<del>Youth Counselor</del>		
<del>**Youth Counselor (A)</del>	05-30	Upon Appointment
<del>**Youth Counselor (B)</del>	05-31	24 months at (A) level

~~\_\_\_\_\_ \*Beginning of the pay period following completion of twenty-four (24) months time in pay status.~~

~~\_\_\_\_\_ \*\*Payroll System Reference Point.~~

~~\_\_\_\_\_ In counting the number of hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of time changed to a s. 230.36 claim or Workers Compensation claim. This pay progression system does not apply to Correctional Sergeant (PR 05-32) or Youth Counselor Advanced (PR 05-32).~~

The requirement in Negotiating Note #61 that employees new to one of the listed classification from outside the SPS bargaining unit shall enter at the minimum of the pay range is deleted.

On the first day of the pay period following the effective date of the contract, those employees affected by this requirement on or after May 18<sup>th</sup>, 2003 shall have their pay adjusted to the appropriate seniority grid point on the May 18<sup>th</sup>, 2003 – June 30<sup>th</sup>, 2003 transaction grid.

A lump sum shall be provided equal to the adjusted pay rate minus the pay rate immediately before the adjustment multiplied by the number of hours in pay status from the date of the personnel transaction for which the requirement was applied to the effective date of the contract.

Effective the first day of the pay period following the effective date of this Agreement, the pay administration for Correctional Officer, Correctional Sergeant, Psychiatric Care Technician, Youth Counselor and Youth

Counselor-Advanced will be administered in accordance with pay administration provisions of 12/??/?? except as follows:

1) After 24 months of time in class all employees in pay schedule/range 05-31 shall make at least \$15,105 and employees in pay schedule/range 05-32 shall make at least \$16,585. Employees whose base pay exceeds these amounts will receive no other increase, under this provision, after attainment of 24 months time in class.

2) If an employee moves from pay range 31 to pay range 32 after completing 24 months time in class, his or her base pay will be increased by ten percent (10%). If an employee moves from pay range 32 to pay range 31 after completing 24 months time in class, his or her pay would be reduced by ten percent (10%).

3) If an employee moves from pay range 31 to pay range 32 before completing 24 months time in class, his or her base pay will be increased by five percent (5%). If an employee moves from pay range 32 to pay range 31 prior to completing twenty-four (24) months time in class, his or her pay would be reduced by five percent (5%).

~~Effective December 29, 2002, or the first day of the pay period following the effective date of the Agreement, whichever is later, pay progression structure for the Correctional Officer, Correctional Sergeant, , Psychiatric Care Technician, Youth Counselor, and Youth Counselor Advanced will be according to the applicable structure in Appendix 3 of this Agreement. Employees new to one of the above classifications, from outside the WSEU SPS unit, will enter at the minimum of the respective pay range. If an employee promotes from PR-05-31 to PR-05-32, prior to completing twenty-four (24) months in the Correctional Officer or Youth Counselor classification, his or her base pay rate will be increased by five percent (5.0%). The first day of the pay period following twenty-four (24) months in pay status while in one of these classifications, employees' pay will be set at the pay rate associated with the two-year seniority point on the transaction grid. If an employee demotes from PR-05-32 to Correctional Officer or Youth Counselor, prior to completing twenty-four (24) months in the Correctional Sergeant or Youth Counselor Advanced classification, his or her pay rate will be reduced by five percent (5.0%).~~

In counting the number of hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of time changed to a s. 230.36 claim or Workers Compensation claim. ~~Pay will be set in accordance with Appendix 5 of this Agreement.~~

If the 24 month time in class is attained on the first day of the pay period, the employee's adjustment, if any, will occur on that date.

Time in class shall be defined as any time in pay status in a classification listed in this negotiating note, except that any time in pay status prior to a voluntary break to outside state service or to a classification not listed shall not be counted.

**NEGOTIATING NOTE NO. 62**  
**20013 - 20035 AGREEMENT**

**SOCIAL WORKER - CORRECTIONS PAY PROGRESSION**

**Classification Structure:** Effective the first day of the pay period following the effective date of the Agreement, the Employer will implement the classification of Social Worker-Corrections:

Social Worker-Corrections (A)	PR 12-04
Social Worker-Corrections (B)	PR 12-05
Social Worker-Corrections (C)	PR 12-07

**Concept:** This maintains the single classification of Social Worker-Corrections.

**Pay Structure:** Effective the first day of the pay period following the effective date of the Agreement, pay progression structure for the Social Worker-Corrections classification will be as follows:

Upon appointment to a position allocated to the classification of Social Worker-Corrections, the employee holding temporary certification/license through the Department of Regulation and Licensing will be paid on the PR 12-04 pay grid/schedule. Once certification/license is received, the employee will be paid on the PR 12-05 pay grid/schedule.

Upon appointment to a position allocated to the classification of Social Worker-Corrections (B), a fully certified/licensed employee will be paid on the PR 12-05 grid/schedule. After eighteen (18) months time in pay status in the classification as a Social Worker-Corrections (B), the employee will be paid on the PR 12-07 pay grid/schedule. The employee's pay on each of the grids/schedules shall be in accordance with the provisions of the Agreement.

Classification-Title	Pay Range	Time in Class
Social Worker-Corrections		
*Social Worker-Corrections (A)	PR 12-04	Upon appointment with temporary certification/license
*Social Worker-Corrections (B)	PR 12-05	Upon receipt of full certification/ license or Upon appointment with full certification/license**
*Social Worker-Corrections (C)	PR 12-07	18 months at the (B) level **

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a s. 230.36 claim or Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If an employee holds a temporary certification/license through the Department of Regulation and Licensing, the employee will be placed at the (A) pay range assignment (PR 12-04). When an employee is fully certified/licensed through the Department of Regulation and Licensing and the employee provides a copy of the certificate/license to their immediate supervisor, the employee will be moved to the (B) pay range assignment PR 12-05 effective the first day of the pay period following receipt of the copy.

If an employee is fully certified/licensed through the Department of Regulation and Licensing, the employee will be placed at the (B) pay range assignment (PR 12-05). After eighteen (18) months time in pay status in classification as a Social Worker-Corrections (B), the employee will be placed at the (C) pay range assignment (PR 12-07).

Social Worker-Corrections (C). All employees at this classification level will be placed at the (C) pay range assignment (PR 12-07).

## **NEGOTIATING NOTE NO. 63**

### **20013 - 20035 AGREEMENT**

#### **PROBATION AND PAROLE AGENT PAY PROGRESSION**

**Classification Structure:** Effective the first pay period following the effective date of the Agreement, the Employer will implement the classification of Probation and Parole Agent:

Probation and Parole Agent (A)	PR 12-04
Probation and Parole Agent (B)	PR 12-05
Probation and Parole Agent (C)	PR 12-07

**Concept:** This change in class title combines the Probation and Parole Agent – Entry, Probation and Parole Agent – Objective and Probation and Parole Agent – Senior into the single classification of Probation and Parole Agent.

**Pay Structure:** Effective the first pay period following the effective date of the Agreement, the pay progression structure for the Probation and Parole Agent classification will be as follows:

Upon appointment to a position allocated to the classification of Probation and Parole Agent, the employee will be paid on the PR 12-04 pay grid/schedule. After eighteen (18) months time in pay status in classification as a Probation and Parole Agent, the employee will be paid on the PR 12-05 pay grid/schedule. After an additional eighteen (18) months time in pay status as a Probation and Parole Agent (eighteen [18] months at PR 12-04 and eighteen [18] months at PR 12-05), the employee will be paid on the PR 12-07 pay grid/schedule. The employee's pay on each of the grids/schedules shall be in accordance with the provisions of the contract.

Classification Title	Pay Range	Time in Class
Probation and Parole Agent		
*Probation and Parole Agent (A)	PR 12-04	Upon Appointment
*Probation and Parole Agent (B)	PR 12-05	18 months at the (A) level**
Probation and Parole Agent (C)	PR 12-07	18 months at the (B) level**

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame.

Counting Time in Pay Status. In counting the number of hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of time changed to a s. 230.36 claim or Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If an employee has less than eighteen (18) months in pay status at the Probation and Parole Agent, the employee will be placed at the (A) pay range assignment (PR 12-04). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of eighteen (18) months in pay status as either a Probation and Parole Agent – Entry or Probation and Parole Agent (A) or combination of both.

If an employee has greater than eighteen (18) months in pay status at the Probation and Parole Agent – Entry (A), the employee will be placed at the (B) pay range assignment (PR 12-05). If placed at the (B) pay range assignment, the employee will be moved to the (C) pay range assignment after a total of eighteen (18) months in pay status as either a Probation and Parole Agent – Objective or Probation and Parole Agent (B) or combination of both.

If an employee has greater than thirty-six (36) months in pay status as a Probation and Parole Agent, the employee will be placed at the (C) pay range assignment (PR 12-07).

Effective April 3, 2005, the following pay range adjustments will be implemented:

Classification Title	Pay Range	Time in Class
Probation and Parole Agent		
*Probation and Parole Agent (A)	PR 12-05	Upon Appointment



*Probation and Parole Agent (B)	PR 12-06	18 months at the (A) level**
Probation and Parole Agent (C)	PR 12-07	18 months at the (B) level**

### **NEGOTIATING NOTE NO. 64**

#### **20013 - 20035 AGREEMENT**

#### **Psychiatric Care Technician 1 Pay**

The following will occur with the effective date of the 1999-2001 Agreement:

A. An employee who has served at least two (2) years as a Psychiatric Care Technician 1 but who is ineligible for reclassification to Psychiatric Care Technician 2 will automatically be paid using the appropriate full years of seniority, according to the seniority-based grid for the Psychiatric Care Technician 2 classification.

B. Pay will be set effective the first day of the pay period following the date in which the two (2) years in pay status is attained. In counting time in pay status, the Employer will waive up to sixty (60) days, per occurrence, for time charged to a s. 230.36 claim or a Workers Compensation claim.

C. Pay will continue to be based on the seniority-based grid for Psychiatric Care Technician 2 as long as the employee remains in the Psychiatric Care Technician 1 classification.

### **NEGOTIATING NOTE NO. 65**

#### **20013 - 20035 AGREEMENT**

#### **Add-on Pilot for Fire/Crash Rescue Specialists in the Department of Military Affairs**

The employee agrees to implement the following skill based add-on program, effective December 29, 2002, for eligible Fire/Crash Rescue Specialists employed in the Department of Military Affairs:

**Skill Category****Add-on**

State of Wisconsin Certified EMT. Certification must be valid for county in which job is located. Employee must maintain required continuing education and certification to maintain eligibility for add-on. \$.30/hr

DOD Fire Officer Minimum Certification. To be eligible for this add-on, the employee must have Department of Defense Certifications of Fire Officer I, and Fire Instructor I and HAZMAT Incident Command. \$.20/hr

Red Cross or American Heart Association Certified CPR Instructor. Certification must be valid for county in which job is located. The Base Fire Chief will determine how many instructors are needed at the base. If an additional instructor is needed and the number of applicants for this add-on exceeds the number of instructors needed, the selection shall be based on seniority in classification series, with the most senior employee selected first. \$.20/hr

Department of Defense Certified Specialized Rescue Technician. To be eligible for this add-on, the employee must be a graduate of the United States Air Force/DOD Fire Crash Rescue Course and hold applicable certificates. \$.20/hr

Department of Defense Certified Hazardous Materials Train-the-Trainer. To be eligible for this add-on, the employee must be a graduate of the DOD School at Good Fellow AFB, Texas. The base Fire Chief will determine how many instructors are needed at that base. If an additional instructor is needed and the number of applicants for this add-on exceeds the number of \$.20/hr

instructors needed, the selection shall be based on seniority in classification series, with the most senior employee selected first.

Associate Degree in Fire Science. Must be from an \$20/hr accredited school of higher learning within the United States of America.

#### ADMINISTRATION PROVISIONS.

##### **All Skill Categories.**

Classifications covered by these provisions include Fire/Crash Rescue Specialist 1-Trainee, 1, 2 and 3.

A. The effective date of the add on shall be the beginning of the pay period following receipt by the Fire Chief of proof of eligibility.

B. Any applicable add-on will end immediately if the employee leaves a covered classification or if the employee loses eligibility by failure to maintain certification or obtain required re-certification.

##### **Skill Categories 1 – 5**

A. Attainment of eligibility for Skill Categories 1 – 5 shall be without loss of pay, including travel time and at the employer's expense.

B. The employer shall grant the employee's request for attendance at required training necessary to attain or maintain eligibility for skill based all-ons 1- 5. However, the effective date of such leave of absence may be delayed because of certain factors such as the following:

1. Operational needs of the department
2. Number of employees availing or scheduled to avail themselves to attend training
3. Availability of qualified replacements
4. Adequate advanced notice from the employee

C. The employer shall approve or deny the request for training leave within two (2) weeks after the request is received. Any denial shall include written reasons for the denial.

### **Skill Category 6**

Attainment of eligibility for Skill Category 6 shall be administered in accordance with Section 11/12/6 Career Related Training.

## **NEGOTIATING NOTE NO. 66**

### **20043 - 20035 AGREEMENT**

#### **EMPLOYMENT AND TRAINING SPECIALIST PAY PROGRESSION**

**Classification Structure:** Effective the first day of the pay period following the effective date of the Agreement, the Employer will implement the classification of Employment and Training Specialist:

Employment and Training Specialist (A) PR 12-04

Employment and Training Specialist (B) PR 12-05

**Concept:** This change in class title combines the Job Service Specialist 1, Job Service Specialist 2, and positions within Job Service Specialist 3 that are not assigned lead work or team leader duties into the single classification of Employment and Training Specialist.

**Pay Structure:** Effective the first day of the pay period following the effective date of the Agreement, the pay progression structure for the Employment and Training Specialist classification will be as follows:

Upon appointment to a position allocated to the classification of Employment and Training Specialist, the employee will be paid on the PR 12-04 pay grid/schedule. After twelve (12) months in pay status in classification as an Employment and Training Specialist (A), the employee will be paid on the PR 12-05 pay grid/schedule. The employee's pay on each of the grids/schedules shall be in accordance with the provisions of the Agreement.

Classification Title	Pay Range	Time in Class
Employment and Training Specialist		
*Employment and Training Specialist (A)	PR 12-04	Upon appointment
*Employment and Training Specialist (B)	PR 12-05	12 months at the (A) level**

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame.

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If an employee has less than twelve (12) months in pay status at the Job Service Specialist 1, the employee will be placed at the (A) pay range assignment (PR 12-04). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either a Job Service Specialist 1 or Employment and Training Specialist (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Job Service Specialist 1, the employee will be placed at the (B) pay range assignment (PR 12-05).

Job Service Specialist 2. All employees at this classification level will be placed at the (B) pay range assignment (PR 12-05).

Job Service Specialist 3. All employees except lead workers and team leaders will be placed at the (B) pay range assignments (PR 12-05).

## NEGOTIATING NOTE NO. 67

### 20013 - 20035 AGREEMENT

#### LABOR MARKET ANALYST PAY PROGRESSION

**Classification Structure:** Effective the first day of the pay period following the effective date of the Agreement, the Employer will implement the classification of Labor Market Analyst:

Labor Market Analyst (A) PR 12-04

Labor Market Analyst (B) PR 12-05

Labor Market Analyst (C) PR 12-06

**Concept:** This change in class title combines the Labor Market Analyst 1, Labor Market Analyst 2, Labor Market Analyst 3, and Labor Market Analyst 4 into the single classification of Labor Market Analyst.

**Pay Structure:** Effective the first day of the pay period following the effective date of the Agreement, the pay progression structure for the Labor Market Analyst classification will be as follows:

Upon appointment to a position allocated to the classification of Labor Market Analyst, the employee will be paid on the PR 12-04 pay grid/schedule. After twelve (12) months in pay status in classification as a Labor Market Analyst, the employee will be paid on the PR 12-05 pay grid/schedule. After an additional twelve (12) months time in pay status as a Labor Market Analyst (twelve [12] months at PR 12-04 and twelve [12] months at PR 12-05), the employee will be paid on the PR 12-06 pay grid/schedule. The employee's pay on each of the grids/schedules shall be in accordance with the provisions of the Agreement.

Classification Title	Pay Range	Time in Class
Labor Market Analyst		
*Labor Market Analyst (A)	PR 12-04	Upon appointment
*Labor Market Analyst (B)	PR 12-05	12 months at the (A) level**
*Labor Market Analyst (C)	PR 12-06	12 months at the (B) level**

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame.

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If an employee has less than twelve (12) months in pay status at the Labor Market Analyst 1, the employee will be placed at the (A) pay range assignment (PR 12-04). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either a Labor Market Analyst 1 or Labor Market Analyst (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Labor Market Analyst 1, the employee will be placed at the (B) pay range assignment (PR 12-05). If placed at the (B) pay range assignment, the employee will be moved to the (C) pay range assignment after a total of twenty-four (24) months in pay status as either a Labor Market Analyst 1 or Labor Market Analyst (B) or combination of both.

If an employee has less than twelve (12) months in pay status at the Labor Market Analyst 2, the employee will be placed at the (B) pay range assignment (PR 12-05). If placed at the (B) pay range assignment, the employee will be moved to the (C) pay range assignment after a total of twelve (12) months in pay status as either a Labor Market Analyst 2 or Labor Market Analyst (B) or combination of both.

If the employee has more than twelve (12) months in pay status at the Labor Market Analyst 2, the employee will be placed at the (C) pay range assignment (PR 12-06).

Labor Market Analyst 3. All employees at this classification level will be placed at the (C) pay range assignment (PR 12-06).

Labor Market Analyst 4. All employees at this classification level will be placed at the (C) pay range assignment (PR 12-06).

## **NEGOTIATING NOTE NO. 68**

### **20013 - 20035 AGREEMENT**

#### **APPRENTICESHIP TRAINING REPRESENTATIVE PAY PROGRESSION**

**Classification Structure:** Effective the first day of the pay period following the effective date of the Agreement, the Employer will implement the classification of Apprenticeship Training Representative:

Apprenticeship Training Representative (A) PR 12-05

Apprenticeship Training Representative (B) PR 12-06

Apprenticeship Training Representative (C) PR 12-07

**Concept:** This change in class title combines the Industry and Labor Training Coordinator 1 and Industry and Labor Training Coordinator 2 into the single classification of Apprenticeship Training Representative.

**Pay Structure:** Effective the first day of the pay period following the effective date of the Agreement, the pay progression structure for the Apprenticeship Training Representative classification will be as follows:

Upon appointment to a position allocated to the classification of Apprenticeship Training Representative, the employee will be paid on the PR 12-05 pay grid/schedule. After twelve (12) months in pay status in classification as an Apprenticeship Training Representative (A), the employee will be paid on the PR 12-06 pay grid/schedule. After an additional twelve (12) months time in pay status as an Apprenticeship Training Representative (B) (twelve [12] months at PR 12-05 and twelve [12] months at PR 12-06), the employee will be paid on the PR 12-07 pay grid/schedule. The employee's pay on each of the grids/schedules shall be in accordance with the provisions of the Agreement.



Classification Title	Pay Range	Time in Class
Apprenticeship Training Representative		
*Apprenticeship Training Representative (A)	PR 12-05	Upon appointment
*Apprenticeship Training Representative (B)	PR 12-06	12 months at the (A) level**
*Apprenticeship Training Representative (C)	PR 12-07	12 months at the (B) level**

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame.

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If an employee has less than twelve (12) months in pay status at the Industry and Labor Training Coordinator 1, the employee will be placed at the (A) pay range assignment (PR 12-05). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either an Industry and Labor Training Coordinator 1 or Apprenticeship Training Representative (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Industry and Labor Training Coordinator 1, the employee will be placed at the (B) pay range assignment (PR 12-06). If placed at the (B) pay range assignment, the employee will be moved to the (C) pay range assignment (PR 12-07) after a total of twenty-four (24) months in pay status as either a Industry and Labor Training Coordinator 1 or Apprenticeship Training Representative (B) or combination of both.

If an employee has less than twelve (12) months in pay status at the Industry and Labor Training Coordinator 2, the employee will be placed at the (B) pay range assignment (PR 12-06). If placed at the (B) pay range assignment, the employee will be moved to the (C) pay range assignment (PR 12-07) after a total of twelve (12) months in pay status as either an Industry and Labor Training Coordinator 2 or Apprenticeship Training Representative (B) or combination of both.

If the employee has more than twelve (12) months in pay status at the Industry and Labor Training Coordinator 2, the employee will be placed at the (C) pay range assignment (PR 12-07).  
and Labor Training Coordinator 2, the employee will be placed at the (C) pay range assignment (PR 12-07).

## **NEGOTIATING NOTE NO. 69**

### **20013 - 20035 AGREEMENT**

#### **VOCATIONAL REHABILITATION COUNSELOR PAY PROGRESSION**

**Classification Structure:** Effective the first day of the pay period following the effective date of the Agreement, the Employer will implement the classification of Vocational Rehabilitation Counselor:

Vocational Rehabilitation Counselor (A) PR 12-07

Vocational Rehabilitation Counselor (B) PR 12-08

**Concept:** This change in class title combines the Vocational Rehabilitation Counselor and Vocational Rehabilitation Counselor-Senior into the single classification of Vocational Rehabilitation Counselor.

**Pay Structure:** Effective the first day of the pay period following the effective date of the Agreement, the pay progression structure for the Vocational Rehabilitation Counselor classification will be as follows:

An employee classified as a Vocational Rehabilitation Counselor-In Training who becomes a licensed Counselor as determined by the Department of Regulations and Licensing will be allocated to Vocational Rehabilitation Counselor and will be placed at the (A) pay range assignment (PR 12-07). The allocation will be effective the beginning of the pay period following Employer's receipt of written confirmation of licensure to practice as a counselor.

Upon appointment to a position allocated to the classification of Vocational Rehabilitation Counselor, a licensed employee will be paid on the PR 12-07 pay grid/schedule. After twelve (12) months in pay status in classification as a Vocational Rehabilitation Counselor (A), the employee will be paid on the PR 12-08 pay grid/schedule. The employee's pay on each of the grids/schedules shall be in accordance with the provisions of the Agreement.

Classification Title	Pay Range	Time in Class
Vocational Rehabilitation Counselor		
*Vocational Rehabilitation Counselor (A)	PR 12-07	Upon appointment**
*Vocational Rehabilitation Counselor (B)	PR 12-08	12 months at the (A) level**

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame.

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If the employee has greater than twelve (12) months in pay status at the Vocational Rehabilitation Counselor, the employee will be placed at the (B) pay range assignment (PR 12-08).

If the employee has less than twelve (12) months in pay status at the Vocational Rehabilitation Counselor, the employee will be placed at the (A) pay range assignment (PR 12-07). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either a Vocational Rehabilitation Counselor or Vocational Rehabilitation Counselor (A) or a combination of both.

Vocational Rehabilitation Counselor-Senior. All employees at this classification level will be placed at the (B) pay range assignment (PR 12-08).

**NEGOTIATING NOTE NO. 70**  
**2003-2005 AGREEMENT**  
**(PSS)**

Recognizing the caseload nature of Professional Social Services duties, the Employer will take into account allowable steward activities. The Union will make a good faith effort to evenly distribute steward work. This provision does not obligate the Employer to reduce caseload.

**NEGOTIATING NOTE NO. 71**  
**2003-2005 AGREEMENT**

Movement under this provision precedes other transfers under Article 7/1/1 of the Agreement.

When a permanent vacancy occurs in a probation/parole agent position, all permanent agents within both the same work unit and city will be electronically notified. Permanent agents who have been employed for at least six (6) months within both the same work unit and city as the vacancy shall have the right to transfer based upon seniority. Interested agents will have five (5) full working days to respond in writing.

Pursuant to 7/5/1 B, employees are limited to one (1) transfer every six (6) months, under either this provision or 7/1/1.

**NEGOTIATING NOTE NO. 72**

**2003 - 2005 AGREEMENT**

**PSYCHOLOGICAL SERVICES ASSISTANT PAY PROGRESSION**

**Classification Structure:** Effective June 27, 2004, the Employer will implement the classification of Psychological Services Assistant:

Psychological Services Assistant (A)      PR 12-05

Psychological Services Assistant (B)      PR 12-06

**Concept:** This change in class title combines the Psychological Services Associate-Entry and Psychological Services Associate-Objective into the single classification of Psychological Services Assistant.

**Pay Structure:** Effective June 27, 2004, the pay progression structure for the Psychological Services Assistant classification will be as follows:

Upon appointment to a position allocated to the classification of Psychological Services Assistant, the employee will be paid on the PR 12-05 pay schedule. Once the employee has twelve (12) months in pay status as a Psychological Services Assistant (A), the employee will be paid on the PR 12-06 pay schedule. The employee's pay on each of the schedules will be set in accordance with the provisions of the Agreement.

<u>Classification-Title</u>	<u>Pay Range</u>	<u>Time in Class</u>
<u>Psychological Services Assistant</u>		
<u>Psychological Services Assistant (A)*</u>	<u>PR 12-05</u>	<u>Upon appointment</u>
<u>Psychological Services Assistant (B)*</u>	<u>PR 12-06</u>	<u>12 months at the (A)</u> <u>level **</u>

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

Implementation of these provisions shall be as follows: If an employee has less than twelve (12) months in pay status at the Psychological Services Associate – Entry, the employee will be placed at the (A) pay range assignment (12-05). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either a Psychological Services Associate – Entry or Psychological Services Assistant (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Psychological Services Associate – Entry, the employee will be placed at the (B) pay range assignment (12-06).

Psychological Services Associate – Objective. All employees at this classification level will be placed at the (B) pay range assignment (12-06).

### **NEGOTIATING NOTE NO. 73**

#### **2003 - 2005 AGREEMENT**

#### **PSYCHOLOGICAL ASSOCIATE PAY PROGRESSION**

Classification Structure: Effective the first day of the pay period following the effective date of the Agreement, the Employer will implement the classification of Psychological Associate:

Psychological Associate (A)                      PR 12-08

Psychological Associate (B)                      PR 12-09

Concept: This change in class title combines the Psychologist, Psychologist-Doctorate, Psychologist-Senior and Psychologist-Senior Doctorate into the single classification of Psychological Associate.

Pay Structure: Effective the first day of the pay period following the effective date of the Agreement, the pay progression structure for the Psychological Associate classification will be as follows:

Upon appointment to a position allocated to the classification of Psychological Associate, the employee will be paid on the PR 12-08 pay schedule. Once the employee has twelve (12) months in pay status as a Psychological

Associate (A), the employee will be paid on the PR 12-09 pay schedule. The employee's pay on each of the schedules will be set in accordance with the provisions of the Agreement.

<u>Classification-Title</u>	<u>Pay Range</u>	<u>Time in Class</u>
<u>Psychological Associate</u>		
<u>Psychological Associate (A)*</u>	<u>PR 12-08</u>	<u>Upon appointment</u>
<u>Psychological Associate (B)*</u>	<u>PR 12-09</u>	<u>12 months at the (A) level **</u>

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

Implementation of these provisions shall be as follows: If a non-licensed employee has less than twelve (12) months in pay status at the Psychologist, the employee will be placed at the (A) pay range assignment (12-08). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either a Psychologist or Psychological Associate (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Psychologist, the employee will be placed at the (B) pay range assignment (12-09).

If an employee has less than twelve (12) months in pay status at the Psychologist-Doctorate, the employee will be placed at the (A) pay range assignment (12-08). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either a Psychologist-Doctorate or Psychological Associate (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Psychologist-Doctorate, the employee will be placed at the (B) pay range assignment (12-09).

Psychologist Senior. All employees at this classification level will be placed at the (B) pay range assignment (12-09).

Psychologist-Senior Doctorate. All employees at this classification level will be placed at the (B) pay range assignment (12-09).

If an employee has greater than twelve (12) months in pay status in any combination of the classifications mentioned above, the employee will be placed at the (B) pay range assignment (12-09).

Effective June 27, 2004, an employee classified as Psychological Associate who becomes a licensed Psychologist as determined by the Department of Regulation and Licensing will be reallocated to the Psychologist-Licensed classification and placed at the (12-10) pay range assignment. The reallocation will be effective at the beginning of the pay period following written confirmation of licensure.

#### **NEGOTIATING NOTE NO. 74**

#### **2003 - 2005 AGREEMENT**

#### **RECREATION LEADER PAY PROGRESSION**

**Classification Structure:** Effective April 3, 2005, the Employer will implement the classification of Recreation Leader:

Recreation Leader (A)            PR 12-04

Recreation Leader (B)            PR 12-05

**Concept:** This change in class title combines the Recreation Leader-Entry and Recreation Leader-Objective into the single classification of Recreation Leader.

**Pay Structure:** Effective April 3, 2005, the pay progression structure for the Recreation Leader classification will be as follows:

Upon appointment to a position allocated to the classification of Recreation Leader, the employee will be paid on the PR 12-04 pay schedule. Once the employee has twelve (12) months in pay status as a Recreation Leader



(A), the employee will be paid on the PR 12-05 pay schedule. The employee's pay on each of the schedules will be set in accordance with the provisions of the Agreement.

<u>Classification-Title</u>	<u>Pay Range</u>	<u>Time in Class</u>
<u>Recreation Leader</u>		
<u>Recreation Leader (A)*</u>	<u>PR 12-04</u>	<u>Upon appointment</u>
<u>Recreation Leader (B)*</u>	<u>PR 12-05</u>	<u>12 months at the (A) level **</u>

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

Implementation of these provisions shall be as follows: If an employee has less than twelve (12) months in pay status at the Recreation Leader-Entry, the employee will be placed at the (A) pay range assignment (12-04). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either a Recreation Leader-Entry or Recreation Leader (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Recreation Leader-Objective, the employee will be placed at the (B) pay range assignment (12-05).

Recreation Leader-Objective. All employees at this classification level will be placed at the (B) pay range assignment (12-05).

#### NEGOTIATING NOTE NO. 75

#### 2003 - 2005 AGREEMENT

#### REHABILITATION CASE MANAGER PAY PROGRESSION

Classification Structure: Effective June 27, 2004, the Employer will implement the classification of Rehabilitation Case Manager:

Rehabilitation Case Manager (A)

PR 12-05

Rehabilitation Case Manager (B)

PR 12-06

**Concept:** This change in class title combines the Rehabilitation Case Manager-Objective and Rehabilitation Case Manager-Senior into the single classification of Rehabilitation Case Manager.

**Pay Structure:** Effective June 27, 2004, the pay progression structure for the Rehabilitation Case Manager classification will be as follows:

Upon appointment to a position allocated to the classification of Rehabilitation Case Manager, the employee will be paid on the PR 12-05 pay schedule. Once the employee has twelve (12) months in pay status as a Rehabilitation Case Manager (A), the employee will be paid on the PR 12-06 pay schedule. The employee's pay on each of the schedules will be set in accordance with the provisions of the Agreement.

<u>Classification-Title</u>	<u>Pay Range</u>	<u>Time in Class</u>
<u>Rehabilitation Case Manager</u>		
<u>Rehabilitation Case Manager (A)*</u>	<u>PR 12-05</u>	<u>Upon appointment</u>
<u>Rehabilitation Case Manager (B)*</u>	<u>PR 12-06</u>	<u>12 months at the (A) level **</u>

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If an employee has less than twelve (12) months in pay status at the Rehabilitation Case Manager-Objective, the employee will be placed at the (A) pay range assignment (12-05). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range

assignment after a total of twelve (12) months in pay status as either a Rehabilitation Case Manager-Objective or Rehabilitation Case Manager (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Rehabilitation Case Manager-Objective, the employee will be placed at the (B) pay range assignment (12-06).

Rehabilitation Case Manager-Senior. All employees at this classification level will be placed at the (B) pay range assignment (12-06).

### **NEGOTIATING NOTE NO. 76**

#### **2003 - 2005 AGREEMENT**

#### **OMBUDSMAN SERVICES SPECIALIST PAY PROGRESSION**

**Classification Structure:** Effective December 26, 2004, the Employer will implement the classification of Ombudsman Services Specialist:

Ombudsman Services Specialist (A)                      PR 12-05

Ombudsman Services Specialist (B)                      PR 12-07

**Concept:** This change in class title combines the Ombudsman Services Specialist-Entry and Ombudsman Services Specialist-Objective into the single classification of Ombudsman Services Specialist.

**Pay Structure:** Effective December 26, 2004, the pay progression structure for the Ombudsman Services Specialist classification will be as follows:

Upon appointment to a position allocated to the classification of Ombudsman Services Specialist, the employee will be paid on the PR 12-05 pay schedule. Once the employee has twelve (12) months in pay status as an Ombudsman Services Specialist (A), the employee will be paid on the PR 12-07 pay schedule. The employee's pay on each of the schedules will be set in accordance with the provisions of the Agreement.

<u>Classification-Title</u>	<u>Pay Range</u>	<u>Time in Class</u>
<u>Ombudsman Services Specialist</u>		
<u>Ombudsman Services Specialist (A)*</u>	<u>PR 12-05</u>	<u>Upon appointment</u>
<u>Ombudsman Services Specialist (B)*</u>	<u>PR 12-07</u>	<u>12 months at the (A) level **</u>

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

Implementation of these provisions shall be as follows: If an employee has less than twelve (12) months in pay status at the Ombudsman Services Specialist – Entry, the employee will be placed at the (A) pay range assignment (12-05). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either an Ombudsman Services Specialist – Entry or Ombudsman Services Specialist (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Ombudsman Services Specialist – Entry, the employee will be placed at the (B) pay range assignment (12-07).

Ombudsman Services Specialist – Objective. All employees at this classification level will be placed at the (B) pay range assignment (12-07).

### NEGOTIATING NOTE NO. 77

#### 2003 - 2005 AGREEMENT

### MEDIGAP INSURANCE SPECIALIST

Classification Structure: Effective the first day of the pay period following the effective date of the Agreement, the Employer will implement the classification of Medigap Insurance Specialist:

Medigap Insurance Specialist (A)

PR 12-04

Medigap Insurance Specialist (B)

PR 12-05

**Concept:** This change in class title combines the Medigap Insurance Specialist-Entry and Medigap Insurance Specialist-Objective into the single classification of Medigap Insurance Specialist.

**Pay Structure:** Effective the first day of the pay period following the effective date of the Agreement, pay progression structure for the Medigap Insurance Specialist classification will be as follows:

Upon appointment to a position allocated to the classification of Medigap Insurance Specialist, the employee will be paid on the PR 12-04 pay schedule. Once the employee has twelve (12) months in pay status as a Medigap Insurance Specialist (A), the employee will be paid on the PR 12-05 pay schedule.

<u>Classification-Title</u>	<u>Pay Range</u>	<u>Time in Class</u>
<u>Medigap Insurance Specialist</u>		
<u>Medigap Insurance Specialist (A)*</u>	<u>PR 12-04</u>	<u>Upon appointment</u>
<u>Medigap Insurance Specialist (B)*</u>	<u>PR 12-05</u>	<u>12 months at the (A) level</u> <u>**</u>

**\*Payroll System designation for Pay Range reference**

**\*\*Beginning of the Pay Period following completion of designated time frame**

**Counting Time in Pay Status.** In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a s. 230.36 claim or Workers Compensation claim.

**Implementation of these provisions shall be as follows:** If an employee has less than twelve (12) month in pay status at the Medigap Insurance Specialist – Entry, the employee will be placed at the (A) pay range assignment (12-04). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months time in pay status as either an Medigap Insurance Specialist – Entry, or Medigap Insurance Specialist (A), or combination of both.

If the employee has greater than twelve (12) months in pay status at the Medigap Insurance Specialist – Entry, the employee will be placed at the (B) pay range assignment (12-05).

Medigap Insurance Specialist – Objective. All employees at this classification level will be placed at the (B) pay range assignment (12-05).

## **NEGOTIATING NOTE NO. 78**

### **2003 - 2005 AGREEMENT**

#### **EXPERIENTIAL RECREATION SPECIALIST PAY PROGRESSION**

**Classification Structure:** Effective April 3, 2005, the Employer will implement the classification of Experiential Recreation Specialist:

Experiential Recreation Specialist (A)      PR 12-04

Experiential Recreation Specialist (B)      PR 12-05

**Concept:** This change in class title combines the Experiential Recreation Specialist-Entry and Experiential Recreation Specialist-Objective into the single classification of Experiential Recreation Specialist.

**Pay Structure:** Effective April 3, 2005, the pay progression structure for the Experiential Recreation Specialist classification will be as follows:

Upon appointment to a position allocated to the classification of Experiential Recreation Specialist, the employee will be paid on the PR 12-04 pay schedule. Once the employee has twelve (12) months in pay status as an Experiential Recreation Specialist (A), the employee will be paid on the PR 12-05 pay schedule. The employee's pay on each of the schedules will be set in accordance with the provisions of the Agreement.

<u>Classification-Title</u>	<u>Pay Range</u>	<u>Time in Class</u>
<u>Experiential Recreation Specialist</u>		
<u>Experiential Recreation Specialist (A)*</u>	<u>PR 12-04</u>	<u>Upon appointment</u>
<u>Experiential Recreation Specialist (B)*</u>	<u>PR 12-05</u>	<u>12 months at the (A) level **</u>

\*Payroll System designation for Pay Range reference

\*\*Beginning of the Pay Period following completion of designated time frame

Counting Time in Pay Status. In counting the number of the hours in pay status, the Employer will waive up to sixty (60) days, per occurrence, of the time charged to a Workers Compensation claim.

Implementation of these provisions shall be as follows: If an employee has less than twelve (12) months in pay status at the Experiential Recreation Specialist – Entry, the employee will be placed at the (A) pay range assignment (12-04). If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after a total of twelve (12) months in pay status as either an Experiential Recreation Specialist – Entry or Experiential Recreation Specialist (A) or combination of both.

If the employee has greater than twelve (12) months in pay status at the Experiential Recreation Specialist – Entry, the employee will be placed at the (B) pay range assignment (12-05).

Experiential Recreation Specialist – Objective. All employees at this classification level will be placed at the (B) pay range assignment (12-05).

**NEGOTIATING NOTE NO. 79**

**2003-2005 AGREEMENT**

Permissive transfers under this negotiating note, between Probation and Parole Agents (C) and Social Worker-Corrections (C), are subject to the Employer's discretion, and if allowed, shall be without loss of pay under the following conditions:

Social Worker-Corrections must have four (4) years in classification, serve a one (1) year permissive probationary period, and successfully complete agent basic training.

Probation and Parole Agents must have four (4) years in classification, hold social worker certification, and serve a six (6) month permissive probationary period.

**NEGOTIATING NOTE NO. 80**

**2003-2005 AGREEMENT**

**FOR ADMINISTRATIVE SUPPORT, BLUE COLLAR,**

**SECURITY & PUBLIC SAFETY, AND TECHNICAL UNITS**

**Additional Vacation and Additional Personal Holiday Carryover**

Employees who earn additional paid annual leave of absence (vacation) credits according to the schedule specified in Article 13, Section 6, Paragraph 2A, shall be permitted to carry over any of the unused calendar year 2005 additional vacation credits into calendar year 2006. Also, employees shall be allowed to carry over into calendar year 2006 any unused additional personal holidays, provided under 13/9/3 in recognition of Veteran's Day, for calendar years 2004 and 2005. Such additional vacation credits and additional personal holidays must be used prior to December 31, 2006.

**NEGOTIATING NOTE NO. 81**

**2003-2005 AGREEMENT**

**SECURITY AND PUBLIC SAFETY BASE PAY RATE ADJUSTMENT**

Effective the first day of the pay period following the effective date of the Agreement, employees who meet all of the following four conditions AND on that date are in a position allocated to a classification listed in



Negotiating Note #61 shall have their base pay rate adjusted (prospective only) to the appropriate grid point on the April 6, 2003 – June 30, 2003 transaction grid in the May 17, 2003 – June 30, 2003 Agreement:

1. were in a position on May 18, 2003, allocated to a classification that was moved from pay range 05-30 to 05-31 on that date;
2. have not experienced a subsequent personnel transaction that placed the employee at or above the appropriate grid point on the April 6, 2003 – June 30, 2003;
3. have completed twenty-four (24) months time in class in the affected collapsed classification(s);  
and
4. effective the date of this Agreement are still below the appropriate grid point per the April 6, 2003 – June 30, 2003 transaction grid.

## **NEGOTIATING NOTE NO. 82**

### **2003-2005 AGREEMENT**

#### **ADMINISTRATIVE SUPPORT UNIT PAY PROGRESSION**

Classification Structure: Effective the same date as the implementation of the Administrative Support Unit Survey, the Employer will implement the the following classification structure:

<u>A.</u>	<u>Academic Department Specialist (A)</u>	<u>PR 02-11</u>
	<u>Academic Department Specialist (B)</u>	<u>PR 02-12</u>
<u>B.</u>	<u>Real Estate Program Associate (A)</u>	<u>PR 02-10</u>
	<u>Real Estate Program Associate (B)</u>	<u>PR 02-11</u>
<u>C.</u>	<u>Academic Department Coordinator (A)</u>	<u>PR 02-10</u>
	<u>Academic Department Coordinator (B)</u>	<u>PR 02-11</u>
	<u>Consumer Complaint Program Associate (A)</u>	<u>PR 02-10</u>
	<u>Consumer Complaint Program Associate (B)</u>	<u>PR 02-11</u>
	<u>Disability Program Associate (A)</u>	<u>PR 02-10</u>

<u>Disability Program Associate (B)</u>	<u>PR 02-11</u>
<u>License/Permit Program Associate (A)</u>	<u>PR 02-10</u>
<u>License/Permit Program Associate (B)</u>	<u>PR 02-11</u>
<u>Operations Program Associate (A)</u>	<u>PR 02-10</u>
<u>Operations Program Associate (B)</u>	<u>PR 02-11</u>
<u>Student Services Program Associate (A)</u>	<u>PR 02-10</u>
<u>Student Services Program Associate (B)</u>	<u>PR 02-11</u>
<u>Vocational Rehabilitation Program Associate (A)</u>	<u>PR 02-10</u>
<u>Vocational Rehabilitation Program Associate (B)</u>	<u>PR 02-11</u>

<b>D.</b> <u>Disability Associate (A)</u>	<u>PR 02-09</u>
<u>Disability Associate (B)</u>	<u>PR 02-10</u>
<u>Investigative Associate (A)</u>	<u>PR 02-09</u>
<u>Investigative Associate (B)</u>	<u>PR 02-10</u>

**Concept:** This change is a result of the Administrative Support Unit Survey implementation. Positions reallocated to these classifications had been allocated to Program Assistant 1 – 4 and Secretary 1 & 2 prior to survey implementation.

**Pay Structure:** Effective upon implementation of the Administrative Support Unit Survey, the pay progression structure for the above classifications will be as follows:

Upon appointment to a position allocated to a classification listed in A., above, the employee will be paid on PR 02-11. After twelve (12) months in pay status at the (A) level of that classification, the employee will be moved to PR 02-12.

Upon appointment to a position allocated to a classification listed in B., above, the employee will be paid on PR 02-10. After eighteen (18) months in pay status at the (A) level, the employee will be moved to PR 02-11.

Upon appointment to a position allocated to a classification listed in C., above, the employee will be paid on PR 02-10. After twelve (12) months in pay status at the (A) level of that classification, the employee will be moved to PR 02-11.

Upon appointment to a position allocated to a classification listed in D., above, the employee will be paid on PR 02-09. After twelve (12) months in pay status in classification at the (A) level of that classification, the employee will be paid on the PR 02-10 pay schedule.

An employee is not eligible to move to level (B) if placed on a concentrated performance evaluation program in accordance with 4/13/1A of this Agreement at the appropriate time for such a movement. Such an employee will be moved to level (B) the first day of the pay period following the successful completion of the concentrated performance evaluation program.

The employee's pay for each transaction described above shall be adjusted the first day of the pay period following the attainment of the required number of months associated with that classification in accordance with the applicable pay administration provisions of the Agreement. If attained on the first day of the pay period, the adjustment will occur on that date.

<b>Classification Title</b>	<b>Pay Range</b>	<b>Time in Class</b>
<b><u>List A</u></b>		
<u>Academic Department Specialist (A)</u>	<u>02-11</u>	<u>Upon Appointment</u>
<u>Academic Department Specialist (B)</u>	<u>02-12</u>	<u>12 months at the (A) level*</u>
<b><u>List B</u></b>		
<u>Real Estate Program Associate (A)</u>	<u>02-10</u>	<u>Upon Appointment</u>
<u>Real Estate Program Associate (B)</u>	<u>02-11</u>	<u>18 months at the (A) level*</u>
<b><u>List C</u></b>		
<u>Academic Department Coordinator (A)</u>	<u>02-10</u>	<u>Upon Appointment</u>
<u>Academic Department Coordinator (B)</u>	<u>02-11</u>	<u>12 months at the (A) level*</u>
<u>Consumer Complaint Program Associate (A)</u>	<u>02-10</u>	<u>Upon Appointment</u>
<u>Consumer Complaint Program Associate (B)</u>	<u>02-11</u>	<u>12 months at the (A) level*</u>
<u>Disability Program Associate (A)</u>	<u>02-10</u>	<u>Upon Appointment</u>

<u>Disability Program Associate (B)</u>	<u>02-11</u>	<u>12 months at the (A) level*</u>
<u>License/Permit Program Associate (A)</u>	<u>02-10</u>	<u>Upon Appointment</u>
<u>License/ Permit Program Associate (B)</u>	<u>02-11</u>	<u>12 months at the (A) level*</u>
<u>Operations Program Associate (A)</u>	<u>02-10</u>	<u>Upon Appointment</u>
<u>Operations Program Associate (B)</u>	<u>02-11</u>	<u>12 months at the (A) level*</u>
	<u>02-10</u>	<u>Upon Appointment</u>
<u>Student Services Program Associate (A)</u>	<u>02-11</u>	<u>12 months at the (A) level*</u>
<u>Student Services Program Associate (B)</u>		
	<u>02-10</u>	<u>Upon Appointment</u>
<u>Vocational Rehabilitation Program Associate (A)</u>	<u>02-11</u>	<u>12 months at the (A) level*</u>
<u>Vocational Rehabilitation Program Associate (B)</u>		
<b><u>List D</u></b>	<u>02-09</u>	<u>Upon Appointment</u>
<u>Disability Associate (A)</u>	<u>02-10</u>	<u>12 months at the (A) level*</u>
<u>Disability Associate (B)</u>		
	<u>02-09</u>	<u>Upon Appointment</u>
<u>Investigative Associate (A)</u>	<u>02-10</u>	<u>12 months at the (A) level*</u>
<u>Investigative Associate (B)</u>		

\*Beginning of the pay period following completion of the designated time frame.

**Implementation of these provisions shall be as follows:**

Initial placement of employees from Program Assistant 1 – 4 and Secretary 1 – 2 will be to level (B) of the classification determined in accordance with the Administrative Support Unit Survey, except that an employee will be placed at level (A) if:

1. The employee is in the first six months of employment as a classified state employee; or
2. The employee is placed on a concentrated performance evaluation program in accordance with 4/13/1A of this Agreement.

If placed at the (A) pay range assignment, the employee will be moved to the (B) pay range assignment after being in pay status for the required number of months associated with that classification in the employee's position at the time of implementation, including any time in a position allocated to the same classification after implementation, if applicable.

An employee on a concentrated performance evaluation program in accordance with 4/13/1A of this Agreement at the time of implementation will be moved to level (B) upon reaching the later of:

1. The first day of the pay period following the successful completion of concentrated performance evaluation program; or

2. After being in pay status for the required number of months associated with that classification in the employee's position at the time of implementation, including any time in a position allocated to the same classification after implementation, if applicable.

## **MEMORANDUM OF UNDERSTANDING NO. 1**

### **20013 - 20035 AGREEMENT**

(AS, BC, ~~LE~~, PSS) The Employer agrees to republish and distribute the report referenced in 9/16/1. The report will be accompanied by a letter from the Secretary of the Department Employment Relations supporting and encouraging agencies to address ergonomic conditions and assist employees who experience problems relating to these issues. Both the Employer and the Union wish to emphasize their continued commitment to ergonomically sound workplace conditions.

## **MEMORANDUM OF UNDERSTANDING NO. 2**

### **20013 - 20035 AGREEMENT**

During the course of negotiating the 1999-2001 Agreement, there were discussions regarding the mutual goal of the Union and the Employer of minimizing disputes over the intent of contractual terms or provisions; therefore, the parties agree to the creation of a joint committee to seek ways to accomplish said objective. Some examples of mutual activities which may be pursued by the parties could include the dissemination of joint bulletins for the purpose of interpreting the various provisions of the Agreement; joint training on the interpretation of newly adopted changes in the Agreement; joint interpretation of arbitration decisions, and so forth. The Joint Committee will be composed of an equal number of representatives from Council 24, AFSCME, and the State of Wisconsin. The Joint Committee will meet during the term of the Agreement and decide on matters of mutual interest which will serve to minimize such disputes and will disseminate information or training accordingly. Employees who are appointed by Council 24 as representatives of this committee will serve without loss of pay. Each of the parties will be responsible for their representatives' travel and expenses.

This committee will consider clarifying contractual language and interpretations of arbitrations with respect to overtime. The committee will research the issue and disseminate a joint bulletin clarifying the overtime provisions by February 1, 1996.

### **MEMORANDUM OF UNDERSTANDING NO. 3**

#### **20013 - 20035 AGREEMENT**

The Employer and the Union agree that it is in the interests of the parties to review the use of Sick Leave and research Sick Leave Incentive Programs and other alternatives with the intent to promote the reduction of the use of sick leave.

The parties agree to establish a Joint Study Committee to review the use of sick leave, research sick leave incentive programs and other alternatives which would promote the reduction of the use of sick leave. The Joint Committee will be composed of an equal number of representatives from Council 24, AFSCME, and the State of Wisconsin. The Joint Committee will meet during the term of the Agreement and provide its report to the parties by no later than December 15, 2000. Employees who are appointed by Council 24 as representatives to this committee will serve without loss of pay. Each of the parties will be responsible for their representatives' travel and expenses.

### **MEMORANDUM OF UNDERSTANDING NO. 4**

#### **20013 - 20035 AGREEMENT**

#### **METHOD TO IMPROVE COMMUNICATIONS BETWEEN REGIONAL MANAGERIAL STAFF AND PROBATION/PAROLE AGENTS:**

The parties agree that communications between probation/parole agents and managerial staff are encouraged within the regional level. The parties agree to attempt to resolve the issues via tele-conferencing, whenever possible. If this does not produce satisfactory results, a meeting may be scheduled between the parties to review the issues. The regional managerial staff are encourage to resolve agent concerns at the local level.

**MEMORANDUM OF UNDERSTANDING NO. 5**

**20013 - 20035 AGREEMENT**

**Correctional Sergeant and Youth Counselor Advanced Demotion**

Employees classified as Correctional Sergeant or Youth Counselor - Advanced shall be allowed to voluntarily demote to a Correctional Officer or Youth Counselor, respectively, by applying for transfer to those positions under provisions of Article 7/3/1 and shall be considered equally with all other transfer requests. Present provisions of ER MRS 17.04 shall apply.

Upon demotion, employees classified as Correctional Officer or Youth Counselor shall have immediate transfer rights to positions under the provisions of Article 7/1/1.

**MEMORANDUM OF UNDERSTANDING NO. 6**

**20013 - 20035 AGREEMENT**

**CORRESPONDENCE/MEMORANDUM**

**State of Wisconsin**

**Date:** September 6, 1995

**To:** Ben H. Mendez, Lieutenant  
Bureau of Support Services

**From:** William L. Singletary, Administrator  
Wisconsin State Patrol

**Subject: HEPATITIS B VACCINATIONS FOR POLICE COMMUNICATION OPERATORS**

In reviewing our policy that defines which employees are deemed to be at risk of exposure to Hepatitis B, we have decided to make the Hepatitis B Vaccination series available to Police Communication Operators (PCO's) on a statewide basis.



Please organize a program to allow the vaccination series to be administered to those PCO's that wish to participate. As with troopers and inspectors, it will be necessary to maintain a data base to track the program and insure availability of the vaccination series to new employees.

WLS:bhm

c: Colonel Hlavacka  
Lt. Colonel Schumacher  
Major Moore  
Captain Young  
District Captains  
District Lieutenants  
Police Communication Supervisors

**MEMORANDUM OF UNDERSTANDING NO. 7**  
**20013 - 20035 AGREEMENT**

During the course of negotiations for the 1999-2001 Agreement with the Wisconsin State Employees Union, concerns were raised pertaining to interpersonal conflicts in the workplace, including favoritism, verbal abuse, and retaliation, and the need to resolve these issues in the best interest of morale and productivity, the Employer agrees to the following: where such problems are perceived, employees may bring these issues to the attention of the appropriate level of management.

It is the intention of this memorandum of understanding that the problems to be addressed in this manner are matters not grievable under other language of this contract. In addition, it is the understanding of the parties that the appropriate level of management will be the lowest level of management that can effectively address the issue.

This memorandum of understanding will be reviewed and may be extended by mutual agreement in the next set of negotiations.

**MEMORANDUM OF UNDERSTANDING NO. 8**

**2001-2003 AGREEMENT**

**CORRESPONDENCE/MEMORANDUM** \_\_\_\_\_ **State of Wisconsin**

**Date:** \_\_\_\_\_ September 6, 1995

**To:** \_\_\_\_\_ Internal Bargaining Committee  
\_\_\_\_\_ Wisconsin State Employees Union

**From:** \_\_\_\_\_ Ben Mendez, Lieutenant  
\_\_\_\_\_ Wisconsin State Patrol

**Subject:** \_\_\_\_\_ **UNIFORMITY OF EMPLOYEE FILE FOLDER**

\_\_\_\_\_ The Division of State Patrol has appointed a Project Action Team (PAT) to deal with uniformity in employee file folders. We agree to include a mutually agreed upon nonvoting union member as part of that team.

\_\_\_\_\_ The mutually agreed upon nonvoting union member will be invited to attend organizational and working meetings whether held in person or by teleconference.

e: \_\_\_\_\_ Administrator Singletary  
\_\_\_\_\_ Colonel Hlavačka  
\_\_\_\_\_ Lt. Colonel Schumacher

**MEMORANDUM OF UNDERSTANDING NO. 9**

**20013 - 20035 AGREEMENT**

**MEMORANDUM**

**Date:** May 25, 1995

**To:** Local Union and Employer Representatives

**From:** Martin Beil, Executive Director  
AFSCME Council 24, WSEU  
Jon Litscher, Secretary  
Department of Employment Relations

**Subject:** Consensus/Win-Win Communications at Local Union/Management Meetings

During the course of discussions during the 1995-1997 labor contract negotiations with the Wisconsin State Employees Union, there was agreement between the parties on the concept of implementing the Consensus, or "Win-Win" model of communications at local Union/Management meetings.

It is recognized by the parties that it is in our mutual interest to facilitate a problem-solving methodology when discussing issues at local Union/Management meetings. Therefore, both WSEU and DER strongly encourage Union and Employer representatives to implement a Consensus or Win-Win methodology when engaging in items of mutual concern in local Union/Management meetings.

**MEMORANDUM OF UNDERSTANDING NO. 10**

**20013 - 20035 AGREEMENT**

**MEMORANDUM**

**Date:** August 30, 2002

**To:** Martin Beil, Executive Director  
AFSCME Council 24

**From:** Peter Fox, Secretary  
Department of Employment Relations

**Subject:** Employee Referral Service (ERS)

The Division of Merit, Recruitment & Selection (DMRS) has implemented the Employee Referral Service (ERS) effective February 13, 2002. This service will be advantageous for both employees and managers with vacant positions by assisting laid off or at risk employees in locating vacant positions throughout state service for which they may be qualified and providing managers with another cost effective source of qualified candidates.

It is DER's intent to make the ERS available for use by employees and managers until such time as the current fiscal environment which gave rise to the need for the ERS improves.